

Engineering Modification Report (EMR) Submittal Form
for
A Stormwater BMP in the City of Durham, NC

City of Durham
DEPARTMENT OF PUBLIC WORKS
Stormwater Services Division
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The City of Durham Code of Ordinances Section 70-743 stipulates that an annual inspection report that meets City Stormwater Standards shall be provided for each Stormwater Control Measure (SCM) by the persons or entities responsible for such facility. In addition, such persons or entities shall maintain inspection and repair reports regarding the SCMs as required by City Stormwater Standards. Note that SCM includes all measures also known as stormwater Best Management Practices (BMPs)

Engineering Modification Report: An Engineering Modification Report, herein referred to as an “EMR,” is an inspection report of a facility that was either not completed, or was “completed” in a manner that significantly differs (negatively) from that detailed in the original design plans, or is in such a state of disrepair or functional failure that a Certification cannot be provided reasonably within the 90 days from the date of the inspection.

EMR Submittal Requirements

1. An EMR submittal must include the following:
 - One (1) copy of the Project Information Form
 - One (1) copy of the sealed Inspection Report
 - Digital low-resolution digital color photos as appropriate, showing areas of interest or areas that need attention
 - One (1) copy of a sealed Engineering Modification Plan (EMP), submitted for City of Durham review and approval, to bring the BMP facility into compliance with the intent of the original design plans and into compliance with City of Durham operation and maintenance standards and requirements
 - One (1) copy of a sealed Implementation Schedule (or a revised Implementation Schedule), submitted for City of Durham review and approval
2. In no instance will the length of an EMR Implementation Schedule exceed two-years from the date of the “first” EMR.
3. Until the BMP obtains Certification, a progress report will be required every 90 days to monitor and report on the progress of the Implementation Schedule.
4. It shall be noted that the items included in the inspection checklist are not an exhaustive list of inspection items for that particular facility. As each facility is different, the City looks to the professional inspecting the facility to perform a comprehensive inspection of the facility, and list all items found during the inspection on the inspection checklist, even when a particular item(s) is not listed on the checklist.
5. It should be noted that only a registered North Carolina Professional Engineer (NCPE) will be permitted to submit an EMR in the City of Durham.
6. Upon completion of the work outlined in the Engineering Modification Plan and Implementation Schedule, a BMP Maintenance Certification is required to be submitted to the City.
7. The eventual Certification of such a “modified” BMP shall require the inclusion of an as-built plan of the modified BMP in the Certification Package. Consultation with Stormwater Services regarding the extent and detail required for such an as-built plan is required.

Project Information Form – Engineering Modification Report Submittal

A. General Information: (Fill out ALL information) PLEASE COMPLETE ALL BOXES – LEAVE NOTHING BLANK!

Original Project Name: (Please include all former names, if applicable)	Legal Owner of Record/Permittee:
Stormwater Agreement DB and PB information:	Legal Owner of Record/Permittee Address:
Physical Address/Location of SCM:	Owner Name/Contact Name:
Site Plan #	Owner Telephone Number w/ Area Code: ()
Site Contact Entity: (Owner, Management Company, or HOA)	Name of Inspection Company:
Site Contact Person Name/Title:	Mailing Address of Inspection Company:
Site Contact Entity Mailing Address:	SCM Certifying Professional Name (a person's name - not a company name) :
Site Contact Person Telephone Number: ()	Qualification / Credentials of Professional: NCPE # _____ BMC # _____
Site Contact Person e-mail address:	BMC Telephone Number: () BMC e-mail Address:

B. Project SCM Information. Use separate SCM_Inspection checklist for each SCM type.

Device Type	# of SCM's per Site	Facility Id(s)	Additional Description(s),as needed
Bioretention Areas			
Stormwater Wetlands			
Dry/Extended Dry Ponds			
Grass Swales			
Level Spreaders			
Proprietary Device (Approved by NCDENR & Filterras)			
Sand Filter (above and underground)			
Underground Detention/Storage			
Wet Ponds			
Other (E.g.: Rain Garden, Green Roofs,, Cisterns, Permeable Pavement (Describe)			